

## 3-14/050.00 Emergency Preparedness Drills

In order to ensure unit preparedness, each Custody Services Division facility unit commander, or his designee, shall conduct the following drills on a quarterly basis on all three shifts:

- A fire drill
- A hostage drill
- An earthquake drill
- An escape drill
- A major disturbance drill
- An evacuation drill
- A medical emergency response drill (including inmate “man down” drills)
  - Inmate “man down” drills are to be in coordination and participation with Correctional Health Services (CHS). Drills are to include the use of a mannequin with CPR capabilities

Each Custody Services Division facility shall conduct at least one major fire drill every six (6) months. A major fire drill shall include:

- Coordination and participation with each facility’s local fire station
- Coordination with local Sheriff’s stations or police departments, as indicated on each facility’s Fire Plan
- Actual use of equipment (i.e., air packs, emergency generators, ventilation shut-offs, etc.)
- The physical evacuation of inmates and employees from areas of danger

A major fire drill may count as a quarterly drill for the shift on which it occurs.

All drills shall be conducted using all the gear and equipment that would be used during an actual emergency.

The performance and results of each drill shall be noted in the Watch Commander’s Log, and the unit’s training sergeant shall maintain a training matrix indicating the completion date for each drill. This record shall be reviewed by Custody Training and Standards Bureau (CTSB) during their quarterly training audits and annual inspection.

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